

# Job Interview Tips

Your goal for the job interview: sell yourself. You may be the most qualified candidate for the position, but if you don't interview well the employer may be inclined to hire someone else.



## Sample Traditional Interview Questions:

- Tell me about yourself.
- What are your greatest strengths?
- What are your greatest weaknesses?
- What type of work environment do you prefer?
- Why are you the best candidate for this position?

## Sample Behavioral Interview Questions:

- Tell me about a time when you were faced with a stressful situation that tested your patience.
- Give an example of when you had to use good judgment to solve a problem.
- Describe a time when you had a very hectic deadline and had to prioritize your tasks.

## Before the Interview:

- Research the company. Learn everything you can about its, products, services, culture, and market position. Chances are good you will be asked what you know about the firm.
- Know why you are interested in the position and how it fits with your career plans.
- Know why you are the best candidate for the position. Be prepared to detail your skills and explain how cross-over skills might benefit the company.
- Prepare a list of questions to ask the interviewer. This will indicate your interest in the company and demonstrate that you did your research.
- Dress appropriately. Interview dress should be as professional as possible. This includes a full suit for both women and men.
- Bring extra copies of your resume to the interview.
- Review the sample interview questions and determine your answers to typical behavioral and traditional interview questions.
- Practice. Answer sample questions in front of a mirror or with a friend. Take advantage of the video practice interview program at the USF Career Center.

## During the Interview:

- Arrive 10–15 minutes early. Allow ample time for parking and any security check-in procedures.
- Use a firm handshake.
- Convey confidence and energy.
- Maintain good eye contact.
- Do not interrupt the interviewer.
- Be honest.
- Ask questions.
- At the end of the interview, ask what the interviewer's next steps might be.

## After the Interview:

- Immediately follow up with a handwritten thank you note. Thank the interviewer(s) for their time and re-state your strengths. Note your interest in working for the company.

## Additional Information:

- Register with Career Connections and check your account often to sign up for on-campus interviews: [http://www.career.usf.edu/students/career\\_connections.htm](http://www.career.usf.edu/students/career_connections.htm)
- Practice your interview skills with the USF Career Center's Virtual Video Interviews: <http://www.career.usf.edu/students/vvi.htm>